



POLICY FLASH 2006-03

DATE: October 19, 2005
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: Records Retention Related to Hurricane Katrina

SUMMARY: This notice serves to provide information pertaining to records retention as it relates to Hurricane Katrina, the resulting flooding, or the aftermath.

What is the purpose of this Information?

The objective is to identify the actions taken, what went right, areas for improvement, and lessons learned. Accordingly, the Homeland Security Council may request the Department to provide records for review at an undetermined date.

How will this affect work processes?

Contracting officers should segregate records created and those that will be created for "Katrina" related incidences so that they may be available upon request.

Attached is a letter from the Chief Counsel's Office providing further information on records retention related to Hurricane Katrina.

Questions concerning this Policy Flash should be directed to Denise P. Wright at (202) 287-1340 or Denise.Wright@hq.doe.gov

A handwritten signature in blue ink, appearing to read "Michael P. Fischetti".

Michael P. Fischetti, Acting Director
Office of Procurement and
Assistance Policy, OMBE

Attachment: Memo from General Counsel on Hurricane Katrina